

# ASSIGNMENT 6

Textbook Assignment: "Enlisted Service Records," chapter 5, pages 5-33 through 5-64.

---

LEARNING OBJECTIVE: Identify the procedures you should use to maintain service records.

- 6-1. What MILPERSMAN article contains information on making enlisted service record page 9 entries?
1. 3650560
  2. 5040380
  3. 5030300
  4. 5030360
- 6-2. What reason codes are considered valid and used to make page 9 entries?
1. P only
  2. T only
  3. P and T
  4. A and B
- 6-3. What method should you use to dispose of the original and certified copy of page 9 after a member has reenlisted?
1. Forward it to BUPERS and file a copy on the left side of the service record under the performance divider
  2. Forward it to EPMAC and file a copy on the left side of the service record under the performance divider
  3. Forward it to NRPC and file a copy on the left side of the service record above the performance divider
  4. Forward it to SECNAV and file a copy on the left side of the service record under the performance divider
- 6-4. On what page of the service record should you record entries that require expanded justification?
1. 5
  2. 7
  3. 9
  4. 13
- 6-5. Normally, all page 13 entries are prepared in what format?
1. Original
  2. Carbon copy
  3. Reproduced
- 6-6. Which of the following documents is considered the Record of Discharge from the U.S. Naval Reserve (Inactive)?
1. NAVPERS 1070/606
  2. NAVPERS 1070/609
  3. NAVPERS 1070/613
  4. NAVPERS 1070/615
- 6-7. Page 14, Inactive, of the service record is authorized for use by which of the following officials?
1. CHNAVPERS
  2. CO, EPMAC
  3. CO, NRPC
  4. SECNAV
- 6-8. What form is considered as the page 15 of the enlisted service record?
1. DD Form 214
  2. NAVPERS 1070/609
  3. NAVPERS 1070/613
  4. NAVPERS 1070/615
- LEARNING OBJECTIVE: Identify the procedures used to prepare the DD Form 214.
- 6-9. The DD Form 214 is prepared to cover which of the following periods of service?
1. Active duty
  2. Active duty for training
  3. Full-time training duty
  4. Each of the above

6-10. What instruction should you use for guidance when preparing DD Form 214s?

1. BUPERSINST 1430.16
2. BUPERSINST 1900.8
3. ENLTRANSMAN
4. MILPERSMAN

6-11. The responsibility for establishing accountability measures to safeguard the issuance of DD Form 214s and DD Form 215s rests with your

1. command
2. division
3. department
4. office

LEARNING OBJECTIVE: Recognize the purpose of having a member's name on file. Identify the documents required to change a member's name, date of birth, and citizenship.

6-12. A member's address is officially recorded by the Navy for which of the following reasons?

1. To communicate with the member when necessary
2. To provide a means for establishing and recording the home of record of a member at the time of entry on a tour of extended active duty
3. To determine entitlement to travel and transportation allowances
4. Each of the above

6-13. While a change of home of record may not be made, a correction to the home of record may be authorized by what official?

1. CHNAVPERS
2. CNO
3. DCNO
4. SECNAV

6-14. A change of name in the official record is made only after approval is granted by what official?

1. CHNAVPERS
2. CNO
3. OPNAV
4. SECNAV

6-15. Requests for change of name require documentary evidence for verification. Which of the following documents is an example of suitable evidence?

1. Marriage certificate
2. Final divorce decree
3. Court order authorizing name change and birth certificate
4. Each of the above

6-16. You receive authorization to change the name of a member who is attached to your command. In addition to making pen-and-ink changes to the rest of the record pages, an entry concerning this authorization is required on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

6-17. A correction of the date of birth in the service record must be authorized by what official?

1. OPNAV
2. SECNAV
3. CNO
4. CHNAVPERS

6-18. A request for correction of date of birth must be forwarded via the commanding officer and include which of the following documents?

1. A statement of the reason for the erroneous recording
2. A copy of the birth certificate or other documentary evidence of the correct date of birth
3. An affidavit that the applicant is the person referred to in the documentary evidence submitted
4. All of the above

6-19. When a correction to the member's date of birth has been authorized, which of the following forms is mailed to a member's CO?

1. DD Form 295
2. DD Form 884
3. DD Form 1343
4. DD Form 1353

6-20. Signatures in the enlisted service record must be made using what color ink?

1. Black only
2. Blue-black only
3. Black or blue-black
4. Red

6-21. Facsimile signatures may be used for entries on what page(s) of the enlisted service record?

1. 14 and 15
2. 2
3. 3 and 4
4. 4 and 13

6-22. A member's citizenship can be found on what page of the enlisted service record?

1. 1
2. 2
3. 3
4. 4

6-23. Your activity reports a member's change in citizenship via the Diary Message Reporting System (DMRS). You must also make an entry on what page of the enlisted service record?

1. 13
2. 2
3. 14
4. 4

LEARNING OBJECTIVE: Recognize the purpose of the BCNR and NDRB.
---

6-24. What MILPERSMAN article contains information concerning the Board for Correction of Naval Records (BCNR)?

1. 5030100
2. 5030450
3. 5040100
4. 5040200

6-25. Which of the following cases are reviewed by the BCNR?

1. Requests for physical disability retirement and removal of derogatory material from an official record
2. Cancellation of physical disability discharge and in lieu thereof retirement for disability, and review of nonjudicial punishment
3. Increase in percentage of disability and restoration of rank, grade, Or rating
4. Each of the above

6-26. The law requires that an application be filed with the BCNR within what specified number of years of the date of discovery of the error or injustice?

1. 5
2. 2
3. 3
4. 4

6-27. Which of the following statements is correct concerning the upgrading of unfavorable discharges by the Naval Discharge Review Board (NDRB)?

1. Upgrading is authorized, if so directed by CHNAVPERs
2. Upgrading is authorized, if so directed by CNO
3. Laws and regulations provide that an unfavorable discharge be upgraded based solely on the passage of time or good conduct in civilian life subsequent to leaving the service
4. No law or regulation provides that an unfavorable discharge be upgraded based solely on the passage of time, or good conduct in civilian life subsequent to leaving the service

6-28. Application for review of discharges should be submitted by individuals using what DD Form?

1. 149
2. 214
3. 295
4. 884

LEARNING OBJECTIVE: Recognize the purpose of maintaining service records in an accurate, complete, and up-to-date manner. Identify service record check-in/check-out procedures and recognize the reason for purging service records.

6-29. The accuracy and completeness of service record entries are important for which of the following reasons?

1. To assist commanding officers with personnel administration
2. To assist members during their naval career
3. To assist members after their naval career
4. Each of the above

6-30. When you verify a service record for completeness and accuracy during check-in procedures, you should have your supervisor certify this verification by making an entry on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

6-31. Specifically authorized individuals are the only ones that should have access to enlisted service records.

1. True
2. False

6-32. What method should you use to track service records that have been checked out of your office?

1. A check-out card
2. A personal tracking sheet
3. A personnel officer's tracking sheet
4. An administrative officer's tracking sheet

6-33. Enlisted service records should not be allowed to be out of the personnel office for more than what specified number of working days, unless otherwise authorized?

1. 5
2. 2
3. 3
4. 4

6-34. Which of the following is a legitimate reason for keeping service records out of the personnel office for a longer than specified period of time?

1. Legal proceedings
2. Completion of officer accession applications
3. Considerable distance between the command and the office that maintains records
4. Each of the above

6-35. What authorization should the personnel officer require for personnel to check out service records?

1. The division supervisor's verbal authorization
2. The division officer's verbal authorization
3. The department head's verbal authorization
4. A written list provided by the department heads or commands

6-36. A field service record has been lost, and all efforts have been exhausted in locating the lost record. From what official should you request a microfiche copy?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 31)
3. NRPC (Code 322)
4. SECNAV

- 6-37. Under which of the following conditions should you purge service records?
1. When a member reports for permanent duty
  2. When a member reports for TAD
  3. When a member reports for TEMDU
  4. Each of the above
- 6-38. You should purge service records of personnel that are serving on permanent duty at your command at what minimum interval?
1. Semiannually
  2. Annually
  3. Every 2 years
  4. Every 3 years
- 6-39. What should you do with documents you purge from an enlisted service record?
1. Deliver them to the division officer
  2. Give them to the member
  3. Keep them for future reference
  4. Remove and destroy them
- 6-40. You should send a closed field service record with the health treatment record as a one-record packet to what activity?
1. CHNAVPER (PERS 313C1)
  2. EPMAC (Code 13)
  3. NRPC (Code 401)
  4. SECNAV
- 6-41. A service record is closed for which of the following reasons?
1. A member is released from a voided enlistment
  2. A member is discharged from the regular Navy or Naval Reserve for immediate reenlistment in another branch of the U.S. Armed Forces
  3. A member is transferred to the Fleet Reserve, the Retired List, or the Permanent Disability Retired List and concurrently released from active duty
  4. Each of the above

- 6-42. The service record and the health treatment record are eventually sent to what location to serve as the archival records?

1. New Orleans, LA
2. Gulfport, MS
3. St. Louis, MO
4. San Diego, CA

**LEARNING OBJECTIVE:** Recognize the purpose of performance evaluations and identify the procedures used to prepare them.

- 6-43. Enlisted performance evaluation reports are used in many personnel actions. Which of the following events is considered a personnel action?

1. Advancement in rate
2. Selection for responsible assignments and specialized training
3. Award of the Good Conduct Medal
4. Each of the above

A. 15 JAN/15 JUL	D. 15 JUN/15DEC
B. 15 MAR	E. 15 SEP
C. 15 APR	F. 15 NOV

Figure 6A

IN ANSWERING QUESTIONS 6-44 THROUGH 6-47, REFER TO FIGURE 6A. SELECT THE DATE WHEN THE CITED PERIODIC EVALUATION IS DUE.

- 6-44. E-9.

1. A
2. B
3. C
4. D

- 6-45. E-7 and E-8.

1. B
2. C
3. D
4. E

- 6-46. E-6.
1. C
  2. D
  3. E
  4. F
- 6-47. E-1 through E-3.
1. A
  2. B
  3. C
  4. D
- 6-48. A periodic report may be omitted if the report period is less than what total number of months?
1. 5
  2. 2
  3. 3
  4. 4
- 6-49. No evaluation report period may exceed what specified number of months without prior authorization from CHNAVPERS (PERS 322)?
1. 13
  2. 14
  3. 15
  4. 16
- 6-50. A Performance Information Memorandum (PIM) is prepared for which of the following situations?
1. When a member is assigned to a command for duty or temporary duty for less than 3 months
  2. For a period of additional duty or temporary duty of any length
  3. For any other performance that should be brought to the attention of the reporting senior
  4. Each of the above
- 6-51. The PIM should be forwarded within what specified number of days of the evaluation report's due date to the command that will prepare the evaluation report for the covered period?
1. 5
  2. 15
  3. 20
  4. 25
- 6-52. What instruction or publication contains information on the preparation of enlisted performance evaluation reports?
1. BUPERSINST 1430.16
  2. BUPERSINST 1610.10
  3. OPNAVINST 3120.32
  4. SECNAVINST 5216.5
- 6-53. Which of the following enlisted performance evaluation marks would make a member ineligible to receive a Good Conduct Medal?
1. 2.8
  2. 3.0
  3. 3.4
  4. 3.6